

UNDERHILL PLANNING COMMISSION

Thursday, April 30, 2020 @ 6:00 PM

SPECIAL MEETING

Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Chair*
Commissioner David Edson, Vice Chair*
Commissioner Patrick Lamphere*
Commissioner Kail Romanoff*
Commissioner Brian Tijan*
Commissioner Lea Van Winkle*
Commissioner Sandy Wilmot*

Staff/Municipal Representatives:

Andrew Strniste, Planning Director*

Others Present:

Brandy Saxton, PlaceSense*
Angelike Contis, MMCTV*

* This symbol denotes that this party joined via Go-To-Meeting.

[6:05] Vice Chair D. Edson called the meeting to order. No general public was in attendance to provide public comment. No adjustments to the agenda were made. Staff Member Strniste explained that due to the COVID-19 virus pandemic, the meeting was held in accordance with Vermont State Law remotely. He then went through and noted those who were in the Go-To-Meeting, as well as informed everyone that the meeting was being recorded, and will be subsequently uploaded to the <http://mtmansfieldctv.org>.

AGENDA ITEM: KICK-OFF MEETING WITH PLACESENSE (BRANDY SAXTON) REGARDING HOUSING NEEDS ASSESSMENT

[6:07] Brandy Saxton, owner and sole proprietor of PlaceSense, joined the evening's meeting to perform introductions with the Planning Commission and "kickoff" discussions about the Housing Needs Assessment. Ms. Saxton informed the Planning Commission that the COVID-19 has not inhibited her ability to start some of the Phase I data collection, as a lot of those efforts can be performed from home. She then advised that over the next few weeks she will be developing the online survey for the Planning Commission to review and provide comments. Fortunately, Ms. Braxton informed, the expected in-person public comment phase is not expected to come until the end phases of the project.

[6:15] Next, Ms. Saxton asked the Planning Commission for more background regarding what they hoped to attain from the Housing Needs Assessment. Commissioner Romanoff advised that the re-write of the Town Plan resulted in the Planning Commission wanting to pursue a Housing Needs Assessment to help address housing shortages and affordable housing while maintaining the community's rural character. Ms. Saxton inquired about senior housing in the Town to get a better understanding of what the goals relating to that issue are. A discussion then ensued about rental housing and the difficulties of obtaining reliable information.

[6:25] Ms. Saxton then informed the Planning Commission about how she wanted to pursue the development of the survey, potentially using visuals to help clarify questions. She then advised that the phone interviews may have to be performed over the course of the project rather than towards the beginning of the project. A discussion ensued how regulations/zoning can facilitate additional housing stock; however noting that market conditions and infrastructure also, and

oftentimes, serve as bigger barriers to providing additional housing stock. Commissioner Van Winkle informed Ms. Saxton, that based on her experience, lack of internet was also serving as a barrier. Additionally comments were made pertaining to the survey, as well as methods to advertise the survey.

[6:44] Ms. Saxton exited the meeting after concluding her presentation. Chair J. Drew entered the evenings meeting.

AGENDA ITEM: NEW BUSINESS – UPDATES RELATING TO THE 2020 TOWN PLAN & HEARINGS

[6:45] Staff Member Strniste advised the Commission that the State's legislature extended expiring plans by 90 days. He then advised the Commission that he'd recommend not proceeding with public hearings until members of the public could gather in a public setting in order to provide everyone the opportunity to comment on the draft Town Plan. While the Commission could proceed with conducting the hearings via Go-To-Meeting, those who do not have the technological capabilities to attend could be excluded from providing comment. Staff Member Strniste then informed the Commission of what the ramifications of an expiring plan. Next, Staff Member Strniste informed the Commission of the public hearing/meeting the Chittenden County Regional Planning Commission's (CCRPC) Planning Advisory Committee (PAC). While recommendations to the draft Town Plan were made, they did not appear to be controversial. Commissioner Wilmot inquired about the Historical Society's input pertaining to the Historic and Cultural Resources Chapter.

AGENDA ITEM: NEW BUSINESS – NATURAL RESOURCES COMMITTEE

[6:57] Members of the Commission and Staff Member Strniste discussed the formation of the Natural Resources Sub-Committee, which has been formed to help develop a natural resources map. A discussion ensued about logistics (meeting time, day of the week, etc.).

AGENDA ITEM: NEW BUSINESS – OTHER UPDATES RELATED TO PLANNING & ZONING

[7:05] Staff Member Strniste informed the Commission that he has been working on creating charts on the Town's website outlining Development Review Board decisions back to 2007 and zoning permits that were issued since 2008.

AGENDA ITEM: DISCUSS NEXT PLANNING COMMISSION MEETING

[7:08] The Commission advised that with Go-To-Meeting they will starting meeting during their regularly schedule times. The next meeting will be held Thursday, May 14, 2020. The Planning Commission should review the implementation plan and look for projects that they can begin research on, as well as consider implications relating to the Natural Resources Map. Staff Member Strniste informed the Commission he'd inquire with Brad Holden to see if the Selectboard reappointed Commissioners Drew and Stori.

[7:14] Commission Van Winkle made a motion to adjourn, which was seconded by Commissioner Wilmot. The motion was approved unanimously

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the April 30, 2020 meeting were accepted this ____ day of _____, 2020.

John Drew, Planning Commission Chair

New Action Items

- ☐ *Planning Commission* – Review implementation plan and look for projects that they can begin research on.
- ☐ *Planning Commission* – Consider implications relating to the Natural Resources Map.
- ☐ *Staff Member Strniste* – Email Commission the recommended changes by CCRPC.
- ☐ *Staff Member Strniste* – Review input from Historical Society.
- ☐ *Staff Member Strniste* – Inquire with Brad Holden to see if the Selectboard reappointed Commissioners Drew and Stori.

Old, Incomplete Action Items

- ☐ *Staff Member Strniste* – Inquire with Katherine Sonnick about the cost of create the Jericho natural resources plan.
- ☐ *Staff Member Strniste* – Update Planning Commission Calendar.

Completed Action Items

- ☒ *Planning Commission* –